



**North Carolina Department of Health and Human Services  
Division of Public Health – Women's & Children's Health Section**

1917 Mail Service Center • Raleigh, North Carolina 27699-1917

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

August 17, 2011

**MEMORANDUM**

**TO:** Superintendents, Principals, Nurses, and School Personnel of Public, Charter, and Federal schools

**FROM:** Beth Rowe-West, RN, BSN, Head •  
Immunization Branch

**SUBJECT:** Immunization Status of 6<sup>th</sup> grade students

Every year, all Public, Charter, and Federal schools are required to report the Immunization Status of 6<sup>th</sup> grade students, according to G.S. 130A-155(c). The purpose of these reports is to ensure that all children enrolled in your schools are protected against vaccine-preventable diseases and to determine the number of children who meet state immunization requirements.

There are two different options to complete and submit the summary report (DHHS 4088) information for the 2011-2012 school year. The reports will no longer be mailed to individual schools, but can be found on the Immunization Branch website.

- Option 1: Submit Online
  - Print the summary reports from the NC Immunization Branch website, complete the forms, and submit the information online (no reports are mailed to the Immunization Branch).
- Option 2: Submit hard copy by U.S. Mail
  - Print the summary reports from the NC Immunization Branch website, complete the forms, and mail the completed forms to the NC Immunization Branch.

Full instructions for both options are available below and on our website. **Please, only choose one option to submit data for your school.**

**Option 1: Submit Online**

- The Annual Immunization Summary report (DHHS 4088) can be found at the NC Immunization Branch website: [www.immunize.nc.gov/schools/air\\_publicschools.htm](http://www.immunize.nc.gov/schools/air_publicschools.htm)
- Download the necessary form(s) and complete all information for each school that has 6<sup>th</sup> grade.
- Once the form is completed, follow the link on the website to submit the data online
  - We recommend clicking on the link on the website. Do not type in the address to the online survey.
- Please only submit data online once for each school. Submit data for each school; do not combine schools and do not submit one report for the entire LEA.
- If you submit data online, please do not mail in a hard copy version of the form.
- Report all data as of day 30 after the first day of attendance
- Please submit the information no later than November 1, 2011.

**Option 2: Submit by U.S. Mail**

- The Annual Immunization Summary report (DHHS 4088) can be found at the NC Immunization Branch website: [www.immunize.nc.gov/schools/air\\_publicschools.htm](http://www.immunize.nc.gov/schools/air_publicschools.htm)
- Download the necessary form(s) and complete all information for each school that has 6<sup>th</sup> grade.



- Once the forms are completed, mail the completed summary report(s) to:  
N.C. Department of Health and Human Services  
Division of Public Health  
Immunization Branch  
1917 Mail Service Center  
Raleigh, NC 27699-1917
- **If you mail in a completed report, please do not submit information online.**
- Submit data for each school; do not combine schools and do not submit one report for the entire LEA.
- Report all data as of day 30 after the first day of attendance
- Please submit the information no later than November 1, 2011.

**POINTS TO KEEP IN MIND:**

- You are still required to submit the School Summary report (DHHS 4088) if you have no children enrolled in 6<sup>th</sup> grade. Enter "0" on Line A of the summary report, either paper form or online.
- School personnel must notify, as soon as possible, the parents/guardians of those children who do not meet the minimum health requirements (G.S. 130A-155(a) and 130A-440). Please remember that the law allows parents/guardians of unimmunized or under-immunized children, as well as children without the required health assessment, 30 calendar days after the child's first day of school to obtain the health exam and/or immunizations and/or present proof of such.
- The requirements for children entering the 6<sup>th</sup> grade can be found on the NC Immunization Branch website:  
[www.immunize.nc.gov/schools/6thgrade.htm](http://www.immunize.nc.gov/schools/6thgrade.htm)

Thank you for your support of child health and childhood immunizations. If you have questions about the process or immunizations, please contact the NC Immunization Branch at 919-707-5550.

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Enclosures

cc: SMT

Regional Immunization Consultants  
Jessica Gerdes  
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